

EVENTS SPECIALIST

Class Definition

Under supervision, participates in providing services for individual events and activities at the Fresno Convention Center on a shift basis; serves as the Convention Center representative during events.

Distinguishing Characteristics

Events Specialist is an advanced working/lead level class in which incumbents participate in providing services for events and activities at the Fresno Convention Center. An incumbent works varied shifts to correspond with scheduled events. Events Specialist is distinguished from Senior Events Specialist in that incumbents of the latter class have primary responsibility for making the necessary arrangements between a licensee and Convention Center Administration in advance of the event.

Typical Tasks

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Reviews events' manifests, memoranda, event and personnel schedules; ensures that setups are correct, that delivery of services to licensees are met, and that fire regulations are adhered to.

Provides lead direction to part-time events staff as well as support activities for events; oversees the operation of parking facilities and audits of parking funds for the Convention Center Complex; and serves as the Convention Center representative during events.

Coordinates the opening of the Convention Center complex and secures the premises following events; prepares Convention Center Post-event Reports and other documents as needed.

Issues permits, audits the records of the sale of merchandise and broadcasting fees and collects receipts within the Convention Center complex.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the needs of various types of events scheduled at a convention center or multi-purpose entertainment facility.

Knowledge of the operation and maintenance procedures for convention center facilities.

Knowledge of the principles and techniques of providing services to a variety of business and entertainment events.

Knowledge of fire and safety regulations affecting the safety of the public.

Knowledge of computers including word processing, spreadsheets and e-mail applicants.

Ability to anticipate service needs of individual events.

Ability to provide lead direction and prepare reports and correspondence.

Ability to make arithmetical computations rapidly and accurately.

Ability to establish and maintain working relationships with facility users, employees, and the general public.

Minimum Qualifications

Completion of 24 semester units from an accredited college or university in business or public administration, or related field; and two years of experience in providing services to a variety of facility users at a convention center, multi-purpose entertainment facility or public use facility. Additional qualifying experience may be substituted for the education on a year-for-year basis.

APPROVED: _____
Director

DATE: _____